



USER GUIDE

Revision Date : 4th April 2013
Author: Laith Al-Hashmi BSc, MSc

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1. INTRODUCTION

The online packaging verification system uses a series of fixed barcode scanners that are mounted on the various labellers which scan a barcode that is located on the underside of each label roll every time a label is applied. The scanned data is then checked against a database which contains the correct barcode information for that product and if the scanned data does not match, an alarm is triggered and the line is automatically stopped. The online verification system also communicates with date coders and continually monitors and verifies the date to be printed and trigger an alarm and line stop if any inconsistencies detected.

An administrative front end is provided for entering /editing information into the database that utilises various levels of security to allow more senior users to approve any new/changes to the data. The Administrative front is also used to allocate jobs to individual lines and allows for concession management.

This system generates an auditable log of transactions that stores any changes to the data as well as concessions, production line data and user information. This collection of information could then be used to generate custom reports as and when required.

This system was designed and developed specifically to adhere to the M&S code of practice guide for online verification published on January 2012.

2. USER SECURITY AND PERMISSIONS

Before a user can access the system, an ADMIN user must first create them a profile on the system and assign them a password (which the user can reset once they login) and the appropriate ACCESS LEVEL.

To access the security table, click on the “USER SECURITY” button from the main menu and the following window will be presented allowing an admin user to add and amend user profiles:

ID	USERNAME	PASSWORD	LEVEL	SWIPECARD
135	mi	*****	ADMIN	*****
136	A	*****	APPROVER	
137	R	*****	APPROVER	
138	is	*****	ADMIN	
139	O	*****	LINEUSER	*****
141	M	*****	JOUSER	
142	G	*****	APPROVER	
144	M	*****	LINEUSER	*****
147	A	*****	LINEUSER	*****
*	(New)			

Records: 14 1 of 9 No Filter Search

The available access levels and permissions are shown in the matrix below:

	ADMIN	APPROVER	JOB USER	LINE USER
ADD / EDIT DATA	●	●		
ALLOCATE JOBS	●	●	●	
APPROVE DATA*	●	●		
APPROVE CONCESSIONS*	●	●		
USER SECURITY	●			
VIEW REPORTS	●	●	●	
VIEW LOGS	●			
OPERATE LINE	●			●

* A user can only approve a change done by another user, not their own.

3. LOGIN AND MAIN MENU

Once a profile has been created the user is able to login to the system (provided they have the relevant ACCESS LEVEL) by clicking the icon on their desktop and selecting their user profile from the dropdown list and entering their password:

LOGIN

User

Password

After successful login, the user is presented with the main menu screen below, and dependant on their ACCESS LEVEL have the below options to choose from:

ONLINE LABEL VERIFIER


LOGGED IN AS

ACCESS LEVEL

JOB ALLOCATION **VIEW LOGS**

ADD / EDIT DATA **REPORTS**

USER SECURITY **RESET PASSWORD**


LIONVERIFICATION

- Job Allocation:** This is used by production planners to allocate jobs to specific lines.
- Add/Edit Data:** This is used by the QA managers to setup new products or edit existing product setups.
- User Security:** This is only accessible by administrators to edit user access profiles and permissions.
- View Logs:** This is only accessible by administrators to view the various logs of the online system and product database.
- Reports:** Any reports will be accessible from here.
- Reset Password:** Users are able to reset their login password by clicking here.

4. DATABASE ADMINISTRATION

To administer the main database, click on the “ADD/EDIT DATA” button from the main menu and provided the user has the relevant ACCESS LEVEL, will be presented with the below window:

LABEL VERIFIER (ADMIN) SEARCH 2275

LOGGED IN AS Laith Al-Hashmi

CFF Code: 2

Description: Mpered Salami

ITEM LABEL DATA

Top: M

Bottom: M

Flash: M

OuterCase: M

Life (days): YYYY

Note: Mpered Salami

PACKAGING CODES

M JV

M Z


Previous Next

GoTo First GoTo Last

APPROVAL

User: M

Password: M

 STATUS

Top Label: PRINTED FILM

DateCoder: SMARTDATE

Add Product Show Unapproved Only Delete Record

This window allows for any new products to be setup on the system or make changes to any existing products. The navigation buttons or search box can be used select the required product or the “ADD PRODUCT” button can be clicked to create a new product entry.

Any new entries or changes to existing entries will immediately change the status of the product card to UNAPPROVED; this is denoted by a red cross as shown below:

LABEL VERIFIER (ADMIN) SEARCH 2275

LOGGED IN AS Laith Al-Hashmi

CFF Code: 2

Description: Mpered Salami

ITEM LABEL DATA

Top: M

Bottom: M

Flash: M

OuterCase: M

Life (days): YYYY

Note: Mpered Salami

PACKAGING CODES

M JV

M Z


Previous Next

GoTo First GoTo Last

APPROVAL

User: M

Password: M

 STATUS

Top Label: PRINTED FILM

DateCoder: SMARTDATE

Add Product Show Unapproved Only Delete Record

If a product has the status UNAPPROVED then it cannot be allocated as a job to a factory line as only approved product data can be used on the line. A senior user with the relevant ACCESS LEVEL permission is required to approve any new product setups or changes. This is done by selecting the possible approvers from the user list and entering the correct credentials.

5. JOB ALLOCATION

To access this function, click on the “JOB ALLOCATION” button from the main menu and provided the user has the relevant ACCESS LEVEL, will be presented with the below window:

ONLINE LABEL VERIFIER MODE 2 SEARCH 2275

CFF Code: 2

Description: M...ered Salami

LOGGED IN AS Laith Al-Hashmi

ITEM LABEL DATA	JOB DATA	
Top:		SELECT JOB DATE
Bottom:		SELECT LINE
Flash:		
OuterCase: 174	174	TOP LABEL TYPE
Life (days):		PRINTED FILM
Note: DD/MM/YYYY	DD/MM/YYYY	DATE CODER TYPE
		SMARTDATE

SEND JOB TO LINE VIEW ASSIGNED JOBS

This is mainly used by production planners to allocate jobs to specific factory production lines. A search box is located at the top right of the window to allow users to easily locate the required product by entering the unique CFF product code.

No changes to the original data can be made from this window, however if required, one off concessions could be made but will require a written reason and approval from a more senior member of staff before the system can allocate as a job to a line. Any variance from the original data will prompt the user for the below before proceeding:

REASON FOR VARIANCE?

REASON FOR VARIANCE?

User

Password

All this information is logged on the system and can be reviewed at any time.

To view what jobs have been allocated to a particular line, click the “VIEW ASSIGNED JOBS” button from this window and select the options from the drop down fields to be presented with the information. If a Job needs to be removed from the system, simply highlight it and press the “DELETE” button.

ONLINE LABEL VERIFIER

CLOSE

JOB NO	CFF CODE	PRODUCT DESCRIPTION
257	1	S
258	1	S

SELECT LINE

SALAMI1

JOB DATE

03 April 2013

REFRESH LIST

DELETE

6. FACTORY LINE OPERATION

Factory users working on the production line who are authorised to use the system access it from a wall mounted industrial factory computer terminal. Access to this terminal is possible by using the authorised employee's work swipe card. All swipe information is logged in the system and can be reviewed at any time.



The main screen on the factory terminal is the JOB SELECTION window as shown below. This window allows the user to view the Jobs that have been allocated to a particular line and once a selection is made; all information relating to that Job is displayed to the user.


ONLINE LABEL VERIFIER		Laith Al-Hashmi		JOB SELECT	
CFF Code:	2275P	Description:	[Barcode]		UseBy Date:
TOP	YOU HAVE 3 MINUTES TO SCAN THIS LABEL, OTHERWISE LINE POWER WILL BE SHUTDOWN IN...	0	ONLINE		
	2:56	FLASH	0	DATE	...
BOTTOM	YOU HAVE 3 MINUTES TO SCAN THIS LABEL, OTHERWISE LINE POWER WILL BE SHUTDOWN IN...	0	OUTERCASE		
	2:56		0	YOU HAVE 3 MINUTES TO SCAN THIS LABEL, OTHERWISE LINE POWER WILL BE SHUTDOWN IN...	
			2:56		

On start, the system gives the user a countdown of 3 minutes to start scanning each label, if the system counts down 3 minutes without scanning each packaging component, then the MultiVac is stopped automatically and a visual and audible alarm is raised alerting the user. A message is always displayed to explain the reason why the line is stopped:

ONLINE LABEL VERIFIER		Laith Al-Hashmi		JOB SELECT	
CFF Code:	2275P	Description:	[Barcode]		UseBy Date:
TOP	BARCODE NOT SCANNED IN TIME	0	STOP!! BARCODE NOT SCANNED WITHIN TIME!		
	PERFORM CHECK		FLASH	0	DATE
BOTTOM		0	OUTERCASE		
			0		

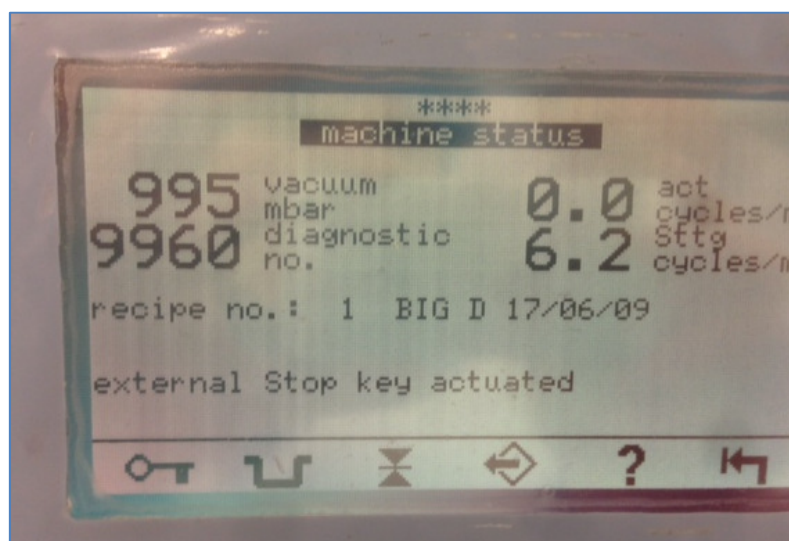
Once the issue has been resolved the line can then only be restarted by an authorised user by swiping their card on the terminal. The line is stopped and alarm is raised if one of the following occurs:

- Incorrect packaging barcode is scanned
- Date coder contains the incorrect date
- Date coder status is fault
- Outer case label no read
- Scanners not connected properly

ONLINE LABEL VERIFIER		Laith Al-Hashmi		JOB SELECT	
CFF Code:	2275P	Description:	/ / / / / / / / / /		UseBy Date:
TOP	1	0	STOP!! INCORRECT BARCODE DETECTED!		
			FLASH	0	DATE
BOTTOM		0	OUTERCASE		0

All line information is logged in the database in detail, recording any line faults, user swipe and scanned information that can be reviewed at any time by a user with suitable access permissions.

When the system initiates a line stop, the below message is displayed to the user on the MultiVac, and once the issue has been rectified and an authorised user has restarted the online verification system, the message on the MultiVac disappears and the production line can start running again.



7. AUDIT LOGS

The logs can be viewed by users with ADMIN access level, by clicking on the “VIEW LOGS” button from the main menu. The window below is presented and a drop down list is used to select the various viewable logs.

ONLINE LABEL VERIFIER									
AUDIT LOGS									
SALAMI1									
ID	JOB_NO	USER_NAME	STARTTIME	ENDTIME	CFF CODE	PRODUCT_DJ	R		
4434	263	Lf	ni	04/04/2013 10:59:09	04/04/2013 10:59:12	1491	12 MAY	LINESTOP - WRONG OUTI	
4433	263	La	ni	04/04/2013 10:58:15	04/04/2013 10:58:21	1491	12 MAY	LINESTOP - WRONG OUTI	
4432	260	O		04/04/2013 10:57:25	04/04/2013 10:57:52	1844	09 MAY		
4431	260	O		04/04/2013 10:45:18	04/04/2013 10:57:14	1844	09 MAY	LINESTOP - WRONG OUTI	
4430	261	O		04/04/2013 10:45:04	04/04/2013 10:45:05	2082	09 MAY	LINESTOP - WRONG OUTI	
4429	261	O		04/04/2013 10:15:09	04/04/2013 10:44:56	2082	09 MAY	LINESTOP - WRONG OUTI	
4428	261	O		04/04/2013 10:11:20	04/04/2013 10:14:21	2082	09 MAY	TIMER SHUTDOWN - TOP	
4427	261	O		04/04/2013 10:07:57	04/04/2013 10:10:58	2082	09 MAY	TIMER SHUTDOWN - BOT	
4426	262	O		04/04/2013 09:46:38	04/04/2013 09:46:43	1718	14 MAY		
4425	261	O		04/04/2013 09:45:41	04/04/2013 09:45:43	2082	09 MAY		
4424	262	O		04/04/2013 09:44:51	04/04/2013 09:45:33	1718	14 MAY	CORRECT	
4423	262	O		04/04/2013 09:39:23	04/04/2013 09:40:14	1718	14 MAY	CORRECT	
4422	262	O		04/04/2013 09:38:16	04/04/2013 09:38:53	1718	14 MAY	CORRECT	
4421	257	M		03/04/2013 16:45:23	03/04/2013 16:45:32	1488	11 MAY	CORRECT	
4420	257	M		03/04/2013 16:44:07	03/04/2013 16:44:31	1488	11 MAY	LINESTOP - WRONG OUTI	
4419	257	M		03/04/2013 16:42:07	03/04/2013 16:42:11	1488	11 MAY		
4418	257	M		03/04/2013 16:42:05	03/04/2013 16:42:05	1488	11 MAY		
4417	257	M		03/04/2013 16:40:27	03/04/2013 16:40:59	1488	11 MAY		
4416	257	M		03/04/2013 16:38:19	03/04/2013 16:38:37	1488	11 MAY	LINESTOP - WRONG OUTI	
4415	257	M		03/04/2013 16:38:04	03/04/2013 16:38:16	1488	11 MAY	CORRECT	
4414	257	M		03/04/2013 16:37:02	03/04/2013 16:38:03	1488	11 MAY	CORRECT	
4413	258	La	ni	03/04/2013 15:34:01	03/04/2013 15:34:04	1490	11 MAY	LINESTOP - WRONG OUTI	
4412	257	La	ni	03/04/2013 15:33:41	03/04/2013 15:33:42	1488	11 MAY		
4411	257	La	ni	03/04/2013 15:33:37	03/04/2013 15:33:38	1488	11 MAY		
4410	257	La	ni	03/04/2013 15:30:38	03/04/2013 15:30:53	1488	11 MAY	CORRECT	

The system logs all relevant information relating to product data, job allocation, concessions, approvals, production line faults and no faults together with a date/time stamp and user information.

I have read this user guide and understand the information contained within it.

Name: _____ Signed _____ Date: _____